

**DUTY STATEMENT**  
**DEPARTMENT OF STATE HOSPITALS - ATASCADERO**  
**GENERAL SERVICES**

<b>JOB CLASSIFICATION: CUSTODIAN SUPERVISOR II</b>
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**1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES -**

Under the direction of the Hospital General Services Administrator II, incumbents plan, organize, direct, and supervise cleaning and custodial services; assign work, supervise and give instruction and training to custodial employees; evaluate performance and take appropriate action; supervise the operation of custodial machinery and equipment; perform inspections and maintain custodial practices and standards of safety and sanitation; request, receive, inspect, store, and inventory supplies; keep records and prepare reports.

**Staff Supervision**

40%

**Plan, direct and supervise** Custodian Supervisor I's. Ensure customer/supplier relationships are maintained to meet hospital goals; promote high quality customer service. Monitor plans of corrections for safety issues identified through area specific safety committees and the Executive Director's Inspection Team (EDIT). Reviews data to assure annual training is current. Schedules all required training for custodial staff. Ensures out-of-class assignments are appropriate and receives approval prior to assignment. Ensures **an environment free of sexual harassment and addresses any Equal Employment Opportunity (EEO)** concerns by being proactive. Reviews unscheduled time-off for patterns and trends and provides recommendations for corrective action. Periodically reviews and revises administrative directives, policies, procedures and employee duty statements that impact the General Services department. Conducts monthly departmental meetings and forwards meeting minutes to the Hospital General Services Administrator II (HGSA II). **Oversees the instruction of patient's in vocational job assignments.** Promote a positive attitude, team approach and commitment to continuous quality improvement. **Assures adequate custodial coverage in all areas of the facility. Safely lift and carry objects weighing up to 50 pounds.**

**Equipment and Inventories**

40%

Assist the HGSA II in the **annual equipment budget process, making recommendations for equipment and supplies** needed to maintain housekeeping and licensing requirements. Responsible for maintaining an adequate inventory of housekeeping supplies and proper

## Report Writing

storage; Reviews and understands all categories on Safety Data Sheets (SDS) for chemicals used in all custodial areas and ensures accurate training is provided. **Assist the HGSA II with contract development** for all custodial services and acts as the Contract Manager.

20%

**Understands and manages the Hazardous Waste program and acts as the Hazardous Waste liaison for the General Services department. Responsible for the collection of data for the Certified Unified Program Agency (CUPA) related to the hazardous materials and wastes inventory for the annual submission to the county related to inventory control of hazardous materials and waste. This data is collected and sent to Health and Safety for the annual report. Prepares quarterly housekeeping inspection reports for the HGSA II ; Assures timely completion of plans of correction on any identified deficiencies. Prepares Custodian Supervisor I probationary and annual performance evaluations and reviews all custodial staff evaluations completed by Custodian Supervisor I based on individual performance, achievements or deficiencies during the year. Ensures timely completion and final review by the HGSA II. Monitors area for health and safety issues, corrects any findings and reports to HGSA II. Ensures completion of the Annual Housekeeping Allocation Report; assist the HGSA II with the Recycle Program for DSH-A. Ensures any updates and corrections are completed to the Housekeeping Manual.**

## 2. SUPERVISION RECEIVED

Hospital General Services Administrator II

## 3. SUPERVISION EXERCISED

3.0 Custodian Supervisor I

## 4. KNOWLEDGE AND ABILITIES

### KNOWLEDGE OF:

Materials, chemicals, disinfectants, equipment, and methods used in professional cleaning work; sanitation and safety measures in the operating, cleaning and care of equipment and work areas; and safety practices. Training techniques; procurement documents for cleaning supplies; and personal computer hardware and/or software products. Principles of effective supervision; training methods; use of purchase orders for cleaning supplies and equipment; supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment which is free of discrimination and harassment.

**ABILITY TO:**

Safely use and care for equipment and supplies; safely use manual and/or electric cleaning equipment; keep accurate inventories; follow directions; learn and perform routine custodial tasks; work courteously and cooperatively with others; safely lift and carry objects weighing up to 50 pounds; identify and resolve complex issues as it relates to custodial functions; utilize acceptable work habits and meet established standards; and communicate effectively. Maintain order and supervise the conduct of persons committed; prevent escapes and injury of these persons, to themselves, to others, and to property; maintain security of work areas and work materials. Promote positive, collaborative, and professional working relationships; facilitate meetings to provide information and determine action needed; plan, organize and/or manage multiple tasks; and work independently or as a team member. Plan, organize and direct the work of others; conduct in-service training programs; keep inventories and make requisitions; analyze situations accurately and implement an effective course of action; and effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

**5. REQUIRED COMPETENCIES****INFECTION CONTROL**

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

**SAFETY**

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards.

**CPR (at facility option) N/A**

**AGE SPECIFIC (at facility option)**

Provides services commensurate with age of patients / clients being served. Demonstrates knowledge of growth and development of the following age categories:

☐ Pediatric      ☐ Adolescent      ☒ Adult      ☒ Geriatric

**THERAPEUTIC STRATEGIES & INTERVENTIONS**

**(at facility option)**

Applies and demonstrates knowledge of correct methods in the management of assaultive behavior (TSI).

**CULTURAL AWARENESS**

Demonstrates awareness to multicultural issues in the workplace which enable the employee to work effectively.

**RELATIONSHIP SECURITY**

Maintains relationship security in the work area: takes effective action and monitors, per policy, any suspected employee/patient boundary violations. Demonstrates professional

interactions with patients and maintains therapeutic boundaries.

#### **PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION**

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and other applicable privacy laws.

#### **SITE SPECIFIC COMPETENCIES**

Knowledge of applications such as Microsoft Word, Excel, Access and Outlook.  
Knowledge of Joint Commission, Environmental Health, Title 22 and OSHA rules and regulations. Prepare budget report and the purchasing of housekeeping chemicals, equipment and supplies.

**TECHNICAL PROFICIENCY (SITE-SPECIFIC)** Ability to operate housekeeping equipment: floor scrubber, electric cart, floor burnisher, floor auto scrubber, factory cat sweeper, mechanical/battery operated vacuum sweeper, scissor lift, and forklift.  
Knowledge of personnel practices as it relates to supervision of staff assigned to the General Services department. The supervision of staff and patients as it relates to the patient's vocational work assignment. Possess a current defensive driving card.

### **6. LICENSE OR CERTIFICATION**

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. N/A

### **7. TRAINING - Training Category = 4**

The employee is required to keep current with the completion of all required training.

### **8. WORKING CONDITIONS (FLSA)**

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

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Employee's Signature

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Print Name

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Date

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Supervisor's Signature

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Print Name

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Date

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Reviewing Officer's Signature

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Print Name

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Date